

**Scoring Criteria 1: Qualifications/Expertise of Firms on Team**

Min pts 0 : Max pts 20

**A. Include the following items:**

- Provide a listing of all firms on your proposed team;
- List the type(s) of expertise that each firm on your team can provide;
- How long has each firm on your team provided these type(s) of expertise;
- For each firm on your proposed team, provide the number of employees within the state of Washington (including the Greater Portland Metropolitan Area.) Also, provide the number of employees that each firm on your proposed team has nationwide; and
- Provide organization chart of your proposed team and include the respective roles that each firm will provide for the team.

**B. Include the following items:**

Has the prime consultant worked with proposed sub-consultants on similar Value Engineering studies in the last three (3) years? If yes, provide name of the study, each firm's role on the study and the dates the services were performed. Limit examples to one (1) study for each sub-consultant firm.

**C. Include the following items:**

Provide table identifying current availability of key staff and resources for each firm on the proposed Value Engineering team. The availability of staff must be identified as hours available per month for the length of the study, not in percentages of time available.

**D. Include the following items:**

Provide a list of up to three (3) transportation Value Engineering studies that each firm on your project team has completed within the last three (3) years. The study(s) must demonstrate the required expertise needed for this project. Include the work/services provided on the study(s) and the approximate amount received for each study.

**Scoring Criteria 2: Qualifications of Proposed Team Leader(s)**

Min pts 0 : Max pts 20

The number of proposed Team Leaders is limited to a maximum of six (6).

**A. Include the following items:**

Provide up to three (3) examples for each proposed Team Leader that demonstrates his/her prior experience as a Team Leader on WSDOT or similar transportation Value Engineering studies. Include the date(s) of each study; the name of the client/organization for each study; list the team leader's responsibilities and tasks on each study.

**B. Include the following items:**

Demonstrate each Team Leader(s) familiarity with relevant state and federal regulations and/or procedures.

D. Include the following items:

Provide listing of professional licenses/accreditations and certified Value Engineering training classes for each proposed Team Leader; include the year that each license/accreditation and class was received. Please include the licenses that were obtained in the State of Washington only.

**Scoring Criteria 3: Key Team Members Qualifications (Prime Consultant and Sub-Consultants)**

Min pts 0 : Max pts 20

A. Include the following items:

- List each key team member's role/responsibilities on your proposed team;
- For each proposed key team member, provide up to three (3) examples of prior relevant projects. Include the name of project(s); dates of the project(s); and roles/responsibilities for each team member on those project(s); and
- For each key team member on your proposed team, demonstrate his/her understanding of WSDOT and/or public agency regulations/procedures.
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**Scoring Criteria 4: References/Past Performances (Prime Consultant Only)**

Min pts 0 : Max pts 20

A. Include the following items:

Provide a minimum of three (3) with a maximum of five (5) performance evaluations for either WSDOT Value Engineering studies, Non-WSDOT Value Engineering studies, or a combination of both that are for either currently active projects or projects that have a completion date within the last three (3) years.

If your firm currently has performance evaluations on file with WSDOT, and you wish to utilize those evaluations, please state in your submittal that you wish to use the performance evaluations that WSDOT has on file for your firm and either refer to each WSDOT Y-agreement number or list each Performance Evaluation by Client.

***Performance Evaluations on WSDOT projects:***

If you wish to have a Performance Evaluation completed on a WSDOT Value Engineering study, please contact the WSDOT project manager and have them complete WSDOT's internal Filemaker Pro form 272-019 "Performance Evaluations – Consultant Services." The completed form must be received no later than the submittal due date.

***Performance Evaluations for Non-WSDOT projects:***

If your firm does not have performance evaluations on file with WSDOT, it is necessary to have an evaluation of past performance completed by a client. A copy of the performance evaluation form completed by clients must be returned to the Consultant Services Office by fax from the client, no later than the submittal due date. A copy must also be submitted by your firm, enclosed in Packet B. You are required to use the WSDOT provided form and have it completed by your client. We will not accept your client

version of a performance evaluation form. The WSDOT version of the evaluation form may be obtained by clicking on the link “Performance Evaluation Completed by Reference” which can be found on the main web page for this advertisement.